

IT IS EXPECTED THAT A QUORUM OF THE PERSONNEL COMMITTEE, BOARD OF PUBLIC WORKS, PLAN COMMISSION AND ADMINISTRATION COMMITTEE WILL BE ATTENDING THIS MEETING; (ALTHOUGH IT IS NOT EXPECTED THAT ANY OFFICIAL ACTION OF ANY OF THOSE BODIES WILL BE TAKEN)

CITY OF MENASHA
Board of Health
Health Department @ 226 Main
March 12, 2008

8:15 AM

AGENDA

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1. CALL TO ORDER

A.

2. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. Minutes 2-13-08

☐ [Attachments](#)

3. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. February 2008 Communicable Disease Report

B. Health Department Relocation

C. School Based Clinics

D. Fox Valley Consortia Preparedness Carry-Over Funds (\$20,984)

E. Preparedness Grant Update

4. ACTION ITEMS

A. Review of Mobile Home Parks Fees (Licensing Period 7-1-08 to 6-30-10)

B. Review of Agent of the State - DHFS Fees (Licensing Period 7-1-08 to 6-30-09)

C. Review of DHFS Agent for Tattoo Parlor Fees (Licensing Period 7-1-08 to 6-30-09)

D. Review of Agent of the State - Dept. of Ag Fees (Licensing Period 7-1-08 to 6-30-09)

5. HELD OVER BUSINESS

A. Aurora Community Needs Assessment Review

6. ADJOURNMENT

A.

Board of Health Members Dorothy Jankowski, Lori Asmus, Susan Nett Candyce Rusin, Theresa Shoberg

"Menasha is committed to its diverse population. Our Non-English speaking population or those with disabilities are invited to

contact the Menasha Health Department at 967-3520 at least 24-hours in advance of the meeting so special accommodations can be made."

CITY OF MENASHA
Board of Health
Menasha Health Department
February 13, 2008

MINUTES DRAFT

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1. CALL TO ORDER

Meeting called to order by at 8:17 AM by Chairman C. Rusin. Members present: Lori Asmus, Dorothy Jankowski, Candyce Rusin, Dr. Teresa Shoberg, Susan Nett.

2. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. January 9th , 2008

Moved by Dorothy Jankowski, seconded by Dr. Teresa Shoberg to Approve Minutes

Motion Passed
Results:

3. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. Lyme Disease Case Counts (2000-2007)

S. Nett distributed a report from the state outlining Lymes Disease case counts for a seven year period beginning in 2000. In 2008, the state's definition of a case of Lymes Disease will be changing.

B. Menasha Health Department Anual Report 2006

Board members reviewed the 2006 annual report for the department. A copy of the report will be put in a Common Council packet in the near future.

C. Health Department Relocation

The Common Council approved the lease agreement for 316 Racine St. The lease agreement won't be signed until the council appropriates the funding. Tentative date for moving has been set for sometime toward the end of March.

D. School Nutrition Conference

S. Nett informed board members that she was invited to do a joint presentation with the Menasha School District Food Service Director at the annual statewide School Nutrition Conference which will be held in Neenah this year. The nurses have been working very closely with food service and children with special dietary needs such as severe food allergies, diabetes etc. There is also going to be a panel discussion and Cheryl Laabs will be on the panel to present an example of a collaborative effort between food service, health, and parent. The conference is scheduled for March 28th.

E. Changes to School Immunization Law

S. Nett summarized the changes to the school immunization law scheduled to go into effect in Sept. of this year. The state is determining if they can secure enough vaccine so school based clinics can be held. Once that determination is made, the department will have to decide if school based clinics would be feasible for the school district.

F. December 2007 Monthly Communicable Disease Report

The December 2007 Communicable Disease report was reviewed by board members. S. Nett informed board members that the communicable disease report will be quarterly in 2008. Board members requested a brief summary of the communicable diseases in Menasha on a monthly basis. S. Nett gave a verbal report for the month of January.

4. ACTION ITEMS

A. Review of 60+ Wellness Screening Fees

Moved by Dorothy Jankowski, seconded by Lori Asmus to Approve 60+ Wellness Screening Fees

The health department received notification from Theda Care Labs that the cost of the blood tests for the wellness screening would be increasing in 2008. Board members reviewed the costs and decided to minimally increase each test \$1. This increase should cover the cost for the lab portion of the test and provide a modest increase for the donation portion.

Motion Passed
Results:

B. Review of Weights / Measures Permit Fees.

Moved by Lori Asmus, seconded by Dr. Teresa Shoberg to Approve Weights and Measures Permit Fees for 2008

Board members reviewed the current weights and measures permit fees. S. Nett informed the board that due to the decrease in health insurance rates, fees would not need to be increased this year. The board was informed that a new category needed to be added because of the need to permit the device. High Speed Motor Fuel Dispensers were added to the Kwik Trip station. The cost to inspect these devices is twice the cost of regular fuel pumps. Current cost of a computing fuel pump permit is \$42 per pump. The price for the High Speed Dispenser was set at \$84 per dispenser. Board members recommended to the common council for approval the addition of the High Speed Motor Fuel Dispenser permit category with a \$84 permit fee.

Motion Passed
Results:

5. HELD OVER BUSINESS

A. Aurora Community Needs Assessment Review

Board members requested this be held over again for discussion at the next BOH meeting. S. Nett to send out a reminder with the next meeting's agenda.

6. ADJOURNMENT

A.

Moved by Dr. Teresa Shoberg, seconded by Dorothy Jankowski to Move
to adjourn at 9:20 AM.

Motion Passed
Results: